

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF

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1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. USZA22-02-D-0014		2. DELIVERY ORDER/ CALL NO. 0003		3. DATE OF ORDER/CALL 2002May31		4. REQ/PURCH. REQUEST NO. DEC81021080100		5. PRIORITY				
6. ISSUED BY U.S. SPECIAL OPERATIONS COMMAND/SOAL-K [REDACTED] MACDILL AFB FL 33621		CODE USZA22		7. ADMINISTERED BY DCMA CLEARWATER 9549 KOGER BLVD. GADSEN BLDG., SUITE 200 ST. PETERSBURG FL 34615-4822		CODE S1109A		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)				
9. CONTRACTOR SVERDRUP TECHNOLOGY, INC. [REDACTED] 5340 W. KENNEDY BLVD. SUITE 300 TAMPA FL 33609		CODE 096A3		FACILITY		10. DELIVER TO FOB POINT BY (Date) 2002Sep30		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED				
						12. DISCOUNT TERMS Net 30 Days		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Basic Contract - Section G				
14. SHIP TO [REDACTED] 7701 TAMPA POINT BLVD MACDILL AFB FL 33621		CODE USZA22		15. PAYMENT WILL BE MADE BY DFAS OM/FP PO BOX 7020 BELLEVUE NE 68005-1920		CODE 525700		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated _____ Furnish the following on terms specified herein: ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.						
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)						
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT	
		SEE SCHEDULE										
									25. TOTAL		\$25,616.20	
									29. DIFFERENCES			
									30. INITIALS			
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____					27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. DO VOUCHER NO.		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER		35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Sverdrup Technology  
Unified and Special Operations Group

**Price Proposal - SOCS CORB Support**

CLIN 0006 Labor (FFP)	4	MO	\$6,370.30	\$25,481.20
CLIN 0002 Materials (Cost Reimbursable)	1	LO		\$50.00
CLIN 0003 Local Travel (Cost Reimbursable)	1	LO		\$85.00
CLIN 0007 Technical Data	1	LO		NSP
Grand Total				\$ 25,616.20

**SPECIAL INSTRUCTIONS**

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

**ACCOUNTING AND APPROPRIATION DATA**

AA: 9720100.56SFSC2 52SF LSH310 010000 59200 012415 525700 F25700  
AMOUNT: \$25,616.20

DEC81021080100

## STATEMENT OF WORK – CORB (PG 1 OF 3)

### 1.0. OBJECTIVE.

The objective of this statement of work is to provide business operations support, security support, for the Command Operations Review Board (CORB)

### 2.0. APPLICABLE DOCUMENTS.

2.1. The documents identified in the basic contract SOW apply to the work to be performed.

2.2. Other Documents that apply to the work to be performed:

2.2.1. Security Classification Guides (provided by CORB)

2.2.2. National Industrial Security Program Operating Manual (NISPOM), dated Jan 95

2.2.3. NISPOM Supplement, dated Feb 95

2.2.4. Overprint to the NISPOM, dated Jan 98

2.2.5. USSOCOM 380-1, Information Security Program Manual, dated Jun 98

2.2.6. (b)(2)High

2.2.7. (b)(2)High

### 3.0. ADMINISTRATIVE/SECURITY SUPPORT REQUIREMENTS.

3.1. The contractor shall be required to use some or all of the following hardware/software in the performance of this effort and shall be proficient in the use thereof:

- a. IBM Personal Computer (PC)-compatible computers and associated peripheral hardware
- b. MS DOS, Microsoft Windows, Microsoft Windows NT Server and Workstation, and Microsoft Exchange Mail
- c. Microsoft Office Suite (Word, Excel, Access, Outlook)
- d. Symantec FormFlow
- e. Claris FileMaker Pro
- f. McAfee Antivirus

3.2. The contractor shall have a solid understanding of all facets of (b)(2)High

(b)(2)High The contractor shall attend training on evolving (b)(2)High disciplines and new/updated hardware and software, per tasker.

3.3. (b)(2)High

(b)(2)High

(b)(2)High

Functions include:

## STATEMENT OF WORK – CORB (PG 2 OF 3)

3.3.1. The contractor shall maintain (b)(2)High and ensure all transactions are logged into the Control System.

3.3.2. The contractor shall maintain a receipt suspense system.

3.3.3. The contractor shall maintain a record of all (b)(2)High (b)(2)High

3.3.4. The contractor shall maintain fax logs.

3.3.5. The contractor shall maintain hardcopy and automated centralized files of classified program documents that allow rapid location, identification, and retrieval of documents and CORB information.

3.4. The contractor shall provide CORB access to an existing automated centralized file of USSOCOM-related program facilities that allows rapid location and identification of facility names, addresses, points of contact, and telephone numbers.

3.5. The contractor shall conduct a (b)(2)High

(b)(2)High

(b)(2)High

IAW CDRL

A001.

3.6. The contractor shall coordinate and document meetings. IAW CDRL A002.

3.7. The contractor shall organize, update, and maintain a master library consisting of CORB documents. This effort shall include systematically archiving DoD 5000 series security program management documentation, congressional language documentation, as well as any other (b)(2)High correspondence, studies, analyses, and reports over the period of performance.

3.8. The contractor shall review and analyze messages, letters, DoD Directives, DoD Manuals, and informational publications.

3.9. The contractor shall maintain and update the centralized [task] suspense list.

3.10. The contractor shall provide CORB access to hardcopy and automated centralized files of program accesses that allow rapid location, identification, and retrieval of personnel security information and CORB information. This effort shall include systematically archiving and quick retrieval of Program Access Requests, Program Indoctrination Agreements, and master access lists for all programs.

3.11. The contractor shall research, prepare, and maintain documentation required for personnel (b)(2)High

## STATEMENT OF WORK – CORB (PG 3 OF 3)

### 3.12. Government Furnished Facilities and Equipment.

3.12.1. The government will provide one workstation (work space, desk, and chair) in

(b)(2)High

3.12.2. The government will provide the contractor access to equipment consisting of: facsimile machines, computer systems (Server, CPUs, printers, printer spooler, scanner, CRTs), shredder, copier, and red and black telephones.

3.13. Travel. The contractor will travel to technical meetings, briefings, and training to support classified programs. Contractor will travel to maintain control of classified material.

3.14. Contractor Reporting. The contractor shall report in accordance with the contract. The contractor will provide reports to include all activities, travel, materials, and labor hours expended. IAW CDRL A003.

4.0. ACCEPTANCE. The Government Performance Monitor located in the CORB will do acceptance of all deliverables and services performed under this task order.

5.0. SECURITY. The above effort requires contractor (b)(2)High

(b)(2)High

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)

\_\_\_\_\_

3. THIS SPECIFICATION IS: (X and complete as applicable)

Date (YYMMDD)  
020404

Date (YYMMDD):

Date (YYMMDD)

DUE DATE (YYYYMMDD)

X

**YES**

Defense Security Service  
Southeastern Region  
2300 Lake Park Drive, Suite 250  
Smyrna GA 30080-7606

Defense Security Service  
Field Office  
P.O. Box 254036  
Patrick, AFB FL 32925-0036

OTHER (Specify)

YES	NO
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**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release. ☐ Direct ☒ Through (Specify)

PUBLIC RELEASE OF SAP INFORMATION RELATIVE TO THIS CONTRACT IS NOT AUTHORIZED FOR PUBLIC RELEASE. RELEASE OF ANY OTHER MATERIAL RELATIVE TO THIS CONTRACT MUST BE APPROVED BY THE COR & USSOCOM PUBLIC AFFAIRS OFFICE.

To the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.

\* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in

[REDACTED]

**14. ADDITIONAL SECURITY**

[REDACTED]

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. ☒ YES ☐ NO

(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

See SAP and SCI Addendums. Defense Security Service is relieved of inspection responsibility within USSOCOM owned or operated facilities. Activities and performance within USSOCOM facilities are governed by and are the responsibility of USSOCOM. While performing at HQ USSOCOM owned or operated facilities, the contractor's collateral classified operations will be under the Security Cognizance of the USSOCOM Security Management Office. SCI portions of the contract fall under the purview of the SSO. SAP portions of the contract fall under the purview of the SAPCO.

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)
[REDACTED]	[REDACTED]	[REDACTED]
d. ADDRESS (Include Zip Code)		<b>17. REQUIRED DISTRIBUTION</b>
7701 TAMPA POINT BLVD		
MACDILL AFB, FL 33621-5323		
e. SIGNATURE		
[REDACTED]		
		<input checked="" type="checkbox"/> a. CONTRACTOR
		<input type="checkbox"/> b. SUBCONTRACTOR
		<input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
		<input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
		<input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER
		<input type="checkbox"/> f. OTHERS AS NECESSARY

<b>CONTRACT DATA REQUIREMENTS LIST</b> (1 Data Item)					<b>Form Approved</b> <b>OMB No. 0704-0188</b>			
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Office for the Contract/PR No. Listed in Block E.								
A. CONTRACT LINE ITEM NO. 0007		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER <u>X</u> _____				
D. SYSTEM/ITEM Technical Services		E. CONTRACT/PR NO. USZA22-02-D-0014/0003			F. CONTRACTOR Sverdrup Technology Inc.			
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Technical Report - Study/Services			3. SUBTITLE Inventory Report			17. PRICE GROUP
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE Para 3.5			6. REQUIRING OFFICE SOOR			18. ESTIMATED TOTAL PRICE
7. DD 254 REQ YES		9. DIST STATEMENT REQUIRED		10. FREQUENCY As required		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION
8. APP CODE N/A				11. AS OF DATE See Remarks		13. DATE OF SUBSEQUENT SUBMISSION		
16. REMARKS  - The inventory report applies to TOP SECRET material only. - The Contractor shall report any missing documents immediately to the Government. - The Government has five (5) working days for review/approval of the annual inventory report. - The Contractor has five (5) working days to respond to Government comments.					a. ADDRESSEE SOOR		b. COPIES	
							Final	
					Draft		Reg 1	Repro
G. PREPARED BY		H. DATE		J. DATE 4 Apr 02				



<b>CONTRACT DATA REQUIREMENTS LIST</b> (1 Data Item)						<i>Form Approved</i> OMB No. 0704-0188				
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D. SYSTEM/ITEM Technical Services			E. CONTRACT/PR NO. USZA22-02-D-0014/0003		F. CONTRACTOR Sverdrup Technology Inc.					
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM Technical Report - Study/Services				3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508				5. CONTRACT REFERENCE		6. REQUIRING OFFICE SOOR				
7. DD 254 REQ NO		9. DIST STATEMENT REQUIRED		10. FREQUENCY As Req		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION		
8. APP CODE N/A				11. AS OF DATE As Req		13. DATE OF SUBSEQUENT SUBMISSION		17. PRICE GROUP		
16. REMARKS  - Documentation of Meetings, Briefings, and Security Processes and Procedures. - The Government has five (5) working days for review/approval.  - The Contractor has five (5) working days to respond to Government comments.						b. COPIES		18. ESTIMATED TOTAL PRICE		
						a. ADDRESSEE				
								Final		
								Draft	Reg	Repro
						SO			1	
15. TOTAL							1			
G. PREPARED BY			H. DATE			J. DATE 4 Apr 02				

<b>CONTRACT DATA REQUIREMENTS LIST</b> (1 Data Item)						<b>Form Approved</b> <b>OMB No. 0704-0188</b>			
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A. CONTRACT LINE ITEM NO. 0007		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER <input checked="" type="checkbox"/> _____					
D. SYSTEM/ITEM Technical Services			E. CONTRACT/PR NO. USZA22-02-D-0014/0003		F. CONTRACTOR Sverdrup Technology Inc.				
1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM Contractor Progress, Management and Status Report			3. SUBTITLE Expense Report		17. PRICE GROUP		
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227			5. CONTRACT REFERENCE		6. REQUIRING OFFICE SOOR		18. ESTIMATED TOTAL PRICE		
7. DD 254 REQ NO		9. DIST STATEMENT REQUIRED		10. FREQUENCY Monthly		12. DATE OF FIRST SUBMISSION 15 Apr 02			
8. APP CODE N/A		11. AS OF DATE As Req		13. DATE OF SUBSEQUENT SUBMISSION		14. DISTRIBUTION			
16. REMARKS  - The Contractor has fifteen (15) days following the last day of each month to prepare and submit this report to the Government. - This report will include all activities and costs incurred during the reporting period. - This report will include a certification by the designated project manager that all costs incurred during this reporting period have been reviewed by that individual and were in support of this - The government has five (5) working days for review/approval. - The Contractor has five (5) working days to respond to the						a. ADDRESSEE		b. COPIES	
						Draft		Final	
						Reg		Repro	
						SO		1	
						15. TOTAL		1	
G. PREPARED BY		H. DATE		J. DATE 4 Apr 02					